

CONFIDENTIAL

PERIODIC STEP INCREASE

| FE/SS/PERS | | PROCEDURE |
|--|--|---|
| CONTROL | UNIT | |
| <div style="border: 1px solid black; padding: 5px; text-align: center;"> 1 OP NOT ICE </div> | | 1 A. RECEIVES NOTIFICATION FROM OFFICE OF PERSONNEL LISTING PERSONNEL WHO WILL BECOME ELIGIBLE FOR PERIODIC STEP INCREASES UNLESS SUSPENDED BY THE DIVISION FOR UNSATISFACTORY PERFORMANCE. B. COMPARE NAMES ON LISTING AGAINST PERSONNEL LOCATOR INDEX AND NOTE ON LISTING THE RESPONSIBLE UNIT FOR EACH EMPLOYEE. C. PREPARE IN DUPLICATE A ROUTING SHEET REFLECTING EACH AFFECTED UNIT, ATTACH LISTING AND FORWARD. D. PLACE ONE COPY OF ROUTING SHEET IN A SUSPENSE FILE FOR FOLLOW UP TWO WEEKS PRIOR TO THE SUSPENSE DATE INDICATED BY THE OFFICE OF PERSONNEL. |
| | <div style="border: 1px solid black; padding: 5px; text-align: center;"> 2 OP NOT ICE </div> | 2 REVIEW THE RELATED SOFT FOLDER AND, A. APPROVE IF FOR A STAFF EMPLOYEE WHOSE PERFORMANCE IS CONSIDERED TO HAVE BEEN SATISFACTORY. B. CONFER WITH BRANCH ON STAFF AGENTS AND/OR STAFF EMPLOYEE WHOSE PERFORMANCE WAS UNSATISFACTORY. C. IF DISAPPROVED, PREPARE NECESSARY CORRESPONDENCE AS OUTLINED IN [REDACTED]. D. NOTE ANY DISAPPROVALS ON LISTING, INITIAL ROUTING SHEET AND FORWARD TO NEXT UNIT OR BACK TO CONTROL. |
| | <div style="border: 1px solid black; padding: 5px; text-align: center;"> 3 OP NOT ICE </div> | 3 A. FOLLOW UP TO INSURE REVIEW BY ALL UNITS PRIOR TO O/P SUSPENSE DATE. B. REVIEW LIST AND FOLLOW UP ON DISAPPROVALS TO INSURE RECEIPT OF MEMOS BY O/P NO LATER THAN SEVEN DAYS PRIOR TO SCHEDULED EFFECTIVE DATE OF PSI. |
| FROM OP | <div style="border: 1px solid black; padding: 5px; text-align: center;"> 4 PSI </div> | 4 UPON RECEIPT OF PSI NOTICE (TWO COPIES) FROM O/P, FILE ONE COPY IN SOFT FILE, AND EITHER FORWARD OTHER COPY TO HEAD-QUARTERS EMPLOYEE OR DESTROY IF FIELD EMPLOYEE. |

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